**Pupil and Parent Appendix to the Holly Park Acceptable Use Policy- During School Closure during Coronavirus Pandemic**

**This appendix refers to Google Meet sessions**

*We will follow our normal pupil and staff acceptable use policy*

This addendum has been developed as an addition to our school’s Online Safety Policy, to assist in maintaining and appropriately adapting our online safeguarding roles and responsibilities during this pandemic when having live sessions with pupils.

**Parents should be aware that:**

* They must promote and monitor good online behaviours.
* Staff will never be alone with a pupil on a live video call.
* Staff will report any inappropriate behaviour of other adults online e.g. a parent in the background swearing.
* Sessions will always be within school hours.
* Any household members who may be seen in the background should wear appropriate clothing
* Children should not be live in noisy areas of the house nor in their bedroom
* The language and activities of other members in the household who may be seen or heard should be appropriate
* Parents should not join in with, or interfere with the live session

**Pupil Guidelines for live sessions on Google Meet:**

* We will follow the normal behaviour policy and anti-bullying policy
* Any abusive behaviour during the session will not be tolerated, this includes online bullying and any abusive, racist or derogatory comments made.
* Pupils who do not follow acceptable behaviour will not be invited to other Google Meet sessions and their parents will be informed.
* Children must wear suitable clothing
* Any computers/devices used should be in appropriate areas of the house, for example, not in bedrooms
* Pupils should try to find a quiet space within the house to participate.
* Language must be appropriate
* Everyone in the group should show respect to everyone else.
* Pupils will follow normal classroom procedures for taking turns and listening to others.